

September 2, 2015

Job Posting Applications Accepted Until 9/21/2015 5:00 PM

37.5 Hours	Chief of Police	Job Posting	
Direct Report	Town Manager	Grade	M 98,103 - 121,978
Department	Police	FLSA	Exempt
Division	Police	Bargaining Unit	Non Union
Date	September 2, 2015	Location	Police Department

Summary

Performs a variety of complex administrative, supervisory, and professional work involved in the planning, coordinating, and oversight of all aspects of the entire Police Department, including the Public Safety Dispatch Center, all patrol and law enforcement work, the animal control function, the Criminal Division, and all administrative operations. Responsible for all budgets, policies and procedures, and oversight of day to day operations.

Essential Duties

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Plans, coordinates, supervises, and evaluates all Department operations.
2. Develops and implements all policies and procedures for the Department as mandated by law.
3. Plans, implements, and supervises an effective law enforcement program for the Town to ensure public peace and safety.
4. Supervises all staff within the Department. Coordinates and supervises the training, assignment, and development of subordinate police officers.
5. Promotes employee relations, handles grievances, and maintains discipline and appropriate conduct. Implements internal investigations as appropriate. Interacts and negotiates with labor unions as needed.
6. Directs the investigation of major crime scenes.
7. Directs the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of Department operations.
8. Prepares and submits periodic reports regarding Department activities.
9. Prepares, presents, and implements the annual budget for the Department. Oversees the purchasing process and controls expenditures.
10. Analyzes and recommends improvements to equipment and facilities as needed. Reviews specifications for new or replacement equipment received from Department staff.
11. Cooperates with County, State, and Federal law enforcement agencies as required.
12. Maintains the public image of the Department through various interactions with media, community groups, business, etc.
13. Responds to emergencies as required.
14. Performs all duties of a Police Officer, as required.

Minimum Qualifications

1. Graduation from an accredited college or university with a Master's Degree in Criminal Justice Administration; and
2. A minimum of ten (10) years of progressively responsible law enforcement experience, including at least five (5) years in a supervisory capacity; or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Applicant should be able to meet the requirements of the position as outlined in the attached Position Descriptions for Chief of Police. Applicant should state education, training and experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at www.readingma.gov

Until 9/21/2015 at 5:00 PM.

A full Job Description is available upon request

Judith Perkins

Human Resources Director

The Town of Reading is an Equal Opportunity Employer